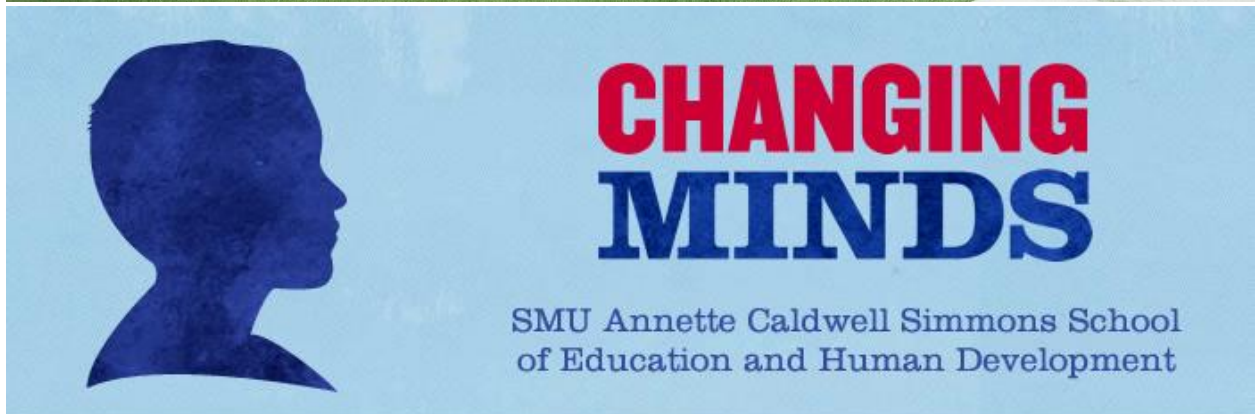




SMU

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
& HUMAN DEVELOPMENT

FACULTY *Handbook*



This handbook serves as a guide for faculty members, who have instructional duties in the Simmons School of Education & Human Development at Southern Methodist University of Dallas, Texas. No part of the handbook may be copied without the permission of Southern Methodist University.

ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

Annette Caldwell Simmons Hall | 3101 University Boulevard | Dallas, Texas 75205

Harold Clark Simmons Hall | 6401 Airline Road | Dallas, Texas 75205

SMU East Campus | Expressway Tower | 6116 North Central Expressway | Dallas, Texas 75206

SMU-IN-Plano | 5228 Tennyson Parkway, Building IV | Plano, Texas 75024

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LETTER FROM DEAN

Dear Colleagues:

Welcome to the **Simmons School of Education and Human Development**, whose faculty are committed to the delivery of high-quality educational programs that prepare students for professional work in education, counseling, dispute resolution, and applied physiology; to the performance of research that addresses the challenges of a diverse and fast-paced world; and to the betterment of the community-at-large through collaborative efforts and service.

These faculty commitments require an understanding of numerous Simmons School and University policies and procedures. This Faculty Handbook has been designed to facilitate your success in mastering these policies and procedures and to contribute to your success as an engaged member of the SMU community.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie L. Knight".

Stephanie L. Knight

Leon Simmons Endowed Dean

Annette Caldwell Simmons School of Education and Human Development

Southern Methodist University

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CAMPUS CONTACTS

Emergency Numbers

Department	Contact Phone
Police, Fire, Paramedics	911
Campus Police	214-768-3388
Office of Risk Management	214-768-2083
Health Center	214-768-2141
Counseling and Psychiatric Services	214-768-2277
Dean of Student Life	214-768-4564
Chaplain's Office	214-768-4502
Women & LGBT Center	214-768-4792
Alcohol & Drug Abuse Prevention	214-768-4021

SMU Administration

Department	Contact Person	Contact Phone	Contact Email
Office of the President	R. Gerald Turner	214-768-3300	mjj@smu.edu
Office of the Provost and Vice President for Academic Affairs https://www.smu.edu/Provost/Pages/AboutProvost	Steven Currall	214-768-3219	cwjeter@smu.edu
Office of the Vice President for Executive Affairs https://www.smu.edu/AboutSMU/Administration/VP-ExecAff	Harold W. Stanley	214-768-4320	hstanley@mail.smu.edu
Office of Legal Affairs and Government Relations and Secretary https://www.smu.edu/ola	Paul J. Ward	214-768-3233	ola@smu.edu
Vice President for Student Affairs https://www.smu.edu/studentaffairs	K.C. Mmje	214-768-2088	ngunter@smu.edu
Vice President for Business and Finance https://www.smu.edu/BusinessFinance	Christine "Chris" Regis	214-768-1178	palacioz@smu.edu
Vice President for Development and External Affairs https://www.smu.edu/DevelopmentExternalAffairs	Brad E. Cheves	214-768-1140	mlmendez@smu.edu
Treasurer/Chief Investment Officer https://www.smu.edu/Treasurer	Rakesh Dahiya	214-768-2802	rdahiya@smu.edu
Research and Graduate Studies https://www.smu.edu/Research	Dean James E. Quick	214-768-1115	WrayK@smu.edu
SMU Libraries https://www.smu.edu/cul/	Dean Elizabeth Killingsworth	214-768-2401	elizabethk@smu.edu
Education Librarian	Evelyn Day	214-768-3743	eday@smu.edu
SMU Athletics http://smumustangs.com/index.aspx	Rick Hart	214-768-4301	rlhart@smu.edu
SMU-in-Plano https://www.smu.edu/plano https://www.smu.edu/Plano/ContactUs	Jim Kramb	972-473-3400	jkramb@smu.edu

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SMU-in-Taos https://www.smu.edu/taos	Executive Director Michael Adler	214-768-3657	smutaos@smu.edu
Annette Caldwell Simmons School of Education and Human Development https://www.smu.edu/simmons	Dean Stephanie Knight	214-768-4242	slknight@smu.edu

Office of the Dean

Title	Contact Person	Contact Phone	Contact Email
Associate Dean and Professor	Frank Hernandez	214-768-2490	frankh@smu.edu
Director of Development	Patricia Addington	214-768-4844	paddington@smu.edu
Assistant to the Dean	Lisa Bell	214-768-4242	lcbell@smu.edu
Assistant Dean for Grants and Research	Kathryn Canterbury	214-768-4932	kcanterb@smu.edu
Academic Technology Service Director Simmons School of Education and Human Development	Jennifer Culver	214-768-4864	jlculver@smu.edu
Assistant Dean for External Affairs & Outreach	Yollette Garcia	214-768-2206	ygarcia@smu.edu
Program Specialist (Facilities management [keys, work orders, etc.], Scheduling, Simmons paraphernalia [podium stand covers, table clothes, t-shirts, mugs, etc.])	Lauren Gilmore	214-768-4331	lgilmore@smu.edu
Program Specialist (Front desk and assistant to associate dean)	Katrina Glenn	214-768-3297	klglenn@smu.edu
Advancement Associate	Estelle Hernandez	214-768-3860	enhernandez@smu.edu
Instructional Technology Developer & Simmons Web Captain	George Hickey	214-768-4431	gihickey@smu.edu
Senior Assistant Dean for Finance & Operations	Rebecca Hood	214-768-1011	bhood@smu.edu
Assistant Dean for Academic Affairs	Margaret Mahoney	214-768-4632	mmmahoney@smu.edu
Simmons School Degree Counselor	Marilyn Swanson	214-768-1010	mswanson@smu.edu
Assistant Director of External & Alumni Relations	Greg Weatherford	214-768-1779	gweatherford@smu.edu

Simmons Department Chairs/ Program Directors

Department	Contact Person	Contact Phone	Contact Email
Applied Physiology & Wellness/Sport Management	Lynn Romejko Jacobs, Chair	214-768-1811	lromejko@smu.edu

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Dispute Resolution and Counseling	Greta Davis, Interim Chair	972-473-3430	gretad@smu.edu
Education Policy and Leadership	Dawson Orr, Chair	214-768-1176	dawsono@smu.edu
Teaching and Learning	Ken Springer, Chair	214-768-8623	kspringe@smu.edu
Center On Research and Evaluation (CORE)	Akihito Kamata, Executive Director	214-768-7708	akamata@smu.edu
Research in Mathematics Education	Leanne Ketterlin Geller Director	214-768-4947	lkgeller@smu.edu
Graduate Liberal Studies	Michele Mrak, Executive Director	214-768-4273	mls@smu.edu
The Writer's Path	Suzanne Frank, Director	214-768-1024	suzannefrank@smu.edu
The Budd Center: Involving Communities in Education	Regina Nippert, Executive Director	214-768-4955	rnippert@smu.edu
Learning Therapy	Jana Jones, Interim Program Director	214-768-7323	janaj@smu.edu
Institute for Leadership Impact and Global Health	Eric Bing, Director	214-768-3590	ebing@smu.edu

Academic Deans

School	Contact Person	Contact Phone	Contact Email
Dedman College https://www.smu.edu/dedman	Dean Thomas DiPiero	214-768-3212	chavens@smu.edu
Meadows School of the Arts https://www.smu.edu/meadows/	Dean Sam Holland	214-768-4154	sholland@smu.edu
Edwin L. Cox School of Business https://www.smu.edu/cox	Dean Matthew B. Myers	214-768-3012	dpowell@smu.edu
Bobby B. Lyle School of Engineering https://www.smu.edu/lyle	Dean Marc P. Christensen	214-768-3050	dean@lyle.smu.edu
Dedman School of Law http://www.law.smu.edu/smu-dedman-school-of-law	Dean Jennifer Collins	214-768-2621	tbrossea@smu.edu
Perkins School of Theology https://www.smu.edu/perkins/	Dean Craig C. Hill	214-768-2349	dcoon@smu.edu

Office of Business and Finance

Department	Location	Contact Phone	Contact Email
Payroll https://www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/Payroll	East Campus Expressway Tower STE# 203	214-768-2073	payroll@smu.edu
Accounts Payable	East Campus	214-768-2019	jacquelync@smu.edu

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https://www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/AccountsPayable	Expressway Tower STE# 205B		
Purchasing https://www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/Purchasing/AboutUs/PurchasingStaff	East Campus Expressway Tower STE# 205	214-768-3852	purchasing@smu.edu

Student Affairs

Department	Contact Person	Contact Phone	Contact Email
Dean of Students <i>ad interim</i>	Evelyn Ashley	214-768-4563	eashley@smu.edu
Director of Student Support	Elsie Johnson	214-768-4558	elsiej@smu.edu
Caring Community Connections	CCC Form	214-768-4564	

Bursar Services

Department	Contact Person	Contact Phone	Contact Email
Office of the University Bursar	General info	214-768-3417 214-768-4880 (fax)	enrol_serv@smu.edu
Associate Director	Anna Gomez	214-768-2091	agomez@smu.edu
Payment Plan Advisor	Tiffany Hawkins	214-914-4527	thawkins@smu.edu
Student Account Advisor	Kettering Perry	214-768-2799	ketteringp@smu.edu

Financial Aid

Department	Contact Person	Contact Phone	Contact Email
Graduate Financial Aid Office		214-768-2644 Office Main 214-768-4119 Office Fax	GradFinAid@SMU.edu
Sr. Financial Aid Advisor (Law, Humanities/Sciences, Education and Human Dev., Research & Graduate Studies, Game Design (Guildhall	Charmissa Edmun-Haynes	214-768-3348	ajakaiye@smu.edu

Registrar

Department	Contact Person	Contact Phone	Contact Email
University Registrar	Team Directory	214-768-3417	registrar@smu.edu
	Website		

Human Resources

Department	Contact Person	Contact Phone	Contact Email

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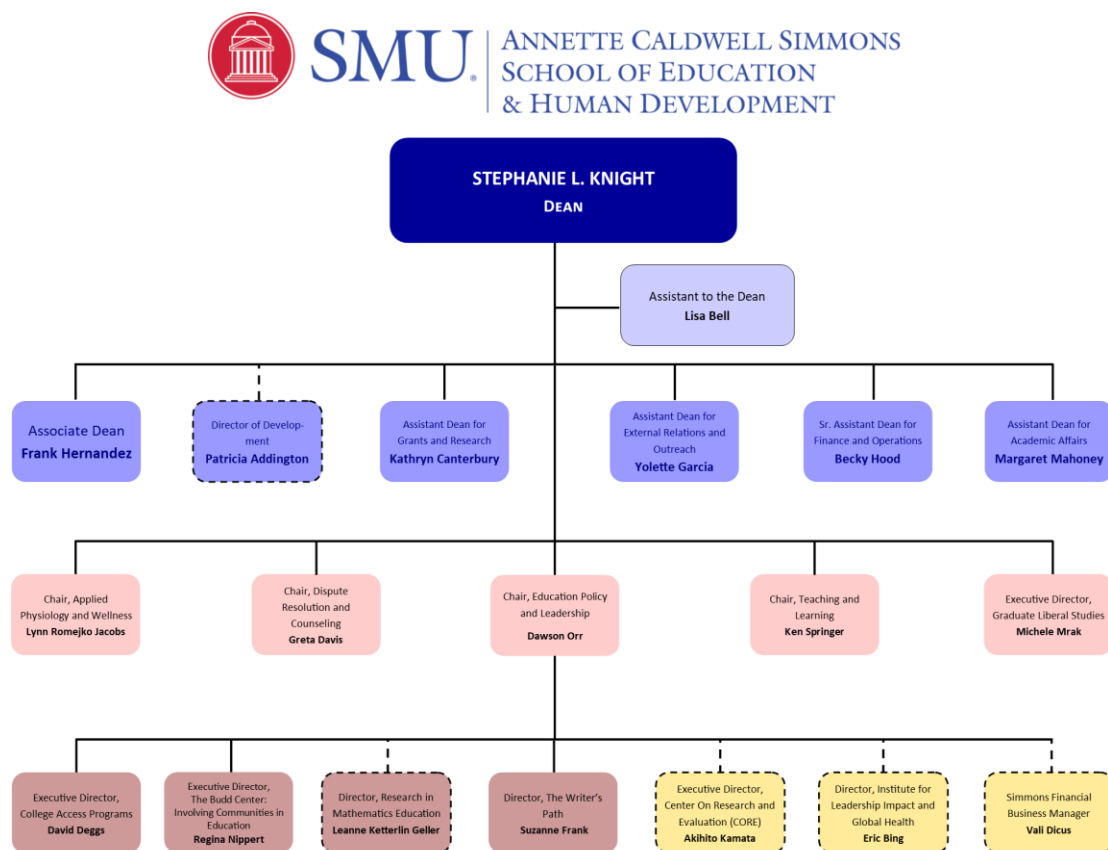
General Questions	Sharon Matlock	214-768-3311	smatlock@smu.edu
Wellness, Learning and Development, Employee Rewards	Brinklee Noll	214-768-7287	bnoll@smu.edu
Employee Relations	Rebecca Sampson	214-768-4085	rsampson@smu.edu
Organizational Effectiveness	Mary Stall	214-768-2194	msstall@smu.edu
Benefits	Rhonda Adams	214-768-2132	radams@smu.edu
Retirement Planning (Transamerica)	Todd Hutson	214-768-7504	Todd.hutson@transamerica.com

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GOVERNANCE

The Annette Caldwell Simmons School of Education and Human Development consists of four departments (Applied Physiology & Wellness, Dispute Resolution and Counseling, Education Policy & Leadership, Teaching and Learning) and one program (Graduate Liberal Studies,). The Dean’s Advisory Council is comprised of the following members: Dean, Associate Dean, and Department Chairs.

ORGANIZATIONAL CHART



V5-09.24.18

DEPARTMENTS AND CENTERS

Departments are the fundamental academic units of the School. They sponsor the major academic and pedagogical activities undertaken in the professional lives of faculty members. Departments have the dual responsibility to the School and the University of which they are a part, and to the external disciplines and professional projects and institutions that they represent. Departmental faculty as a whole comprise the will of a given department, and the department as an institution has a responsibility to foster the professional lives of its members. Since faculty spend most of their working lives in the departmental context and since so many fundamental decisions that affect faculty, students and the School are made at the department level, it is important to recognize that departments have considerable impact in the socialization of faculty

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and in the building of the larger culture of the School. Democratic behavior and collegiality, for example, must be nurtured at the departmental level before they can be expected to flourish in the School faculty as a whole.

Departments adhere to the following general propositions.

1. Participation and inclusion of all the faculty to the widest possible degree should govern the work of all academic departments.
2. As well as tenured members, non-tenured full-time faculty also may have a voice in matters of general policy, curriculum, and in the hiring of new non-tenured full-time faculty.
3. Faculty members who believe that their departments are not following these principles have the right to present their grievances to the Dean's Advisory Council and the Dean of the School.

The Simmons School houses the following Departments:

- Applied Physiology and Wellness
- Dispute Resolution and Counseling
- Education Policy and Leadership
- Graduate Liberal Studies (Program)
- Teaching and Learning

The Simmons School houses the following Centers and Research entities:

- Applied Physiology Laboratory
- Cerebrovascular Research Lab
- Center on Research and Evaluation
- Integrated Physiology Lab
- Institute for Evidence-Based Education
- Locomotor Performance Laboratory
- Research in Mathematics Education
- The Budd Center
- Institute for Leadership Impact and Global Health

PARTNERSHIPS

Partnerships with external organizations leverage, energize, and broaden the impact of Southern Methodist University as an educational leader in our region. The Simmons School of Education & Human Development (SEHD) therefore welcomes the development of new partnerships consistent with the University's strategic directions and SEHD vision and strategic directions for innovation in education.

Faculty members are encouraged to conceptualize and pursue partnerships associated with their specific professional interests. These endeavors require only close consultation with department chairs, and should be noted on all annual reports submitted to the Office of the Dean. If the partnership involves course releases and impacts teaching load, the chair will be responsible to

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consult with the Office of the Dean on these matters. These endeavors therefore reflect active engagement within the campus and surrounding community and are considered salient indicators of either service and/or (if for research/publication purposes) scholarship.

SIMMONS COMMITTEES

As the Simmons School continues to develop opportunities for faculty and staff to participate in the infrastructural committees, the shared governance commitment becomes a living and breathing experience to ensure shared decision making among faculty, staff, students.

An evolving list of standing and *ad hoc* committees are listed below:

Committee	Charge	Appointment	Meetings Dates
Academic Affairs (Associate Dean, Chair)	The purpose of the Academic Affairs Committee in the Annette Caldwell Simmons School of Education & Human Development is to review curriculum, new program proposals, and academic policies and procedures in order to ensure that they are consistent with SMU's strategic academic priorities.	Nomination by Department Chairs	Once a month starting in September and ending in June
Assessment & Accreditation (Assistant Dean for Academic Affairs, Chair)	To create a culture of assessment across Simmons, Identify current data collection efforts and needs, Establish a common set of outcomes for Simmons' graduates, Make recommendation(s) for universal data collection system, Create a glossary of assessment/accreditation terms, Document our assessment story	Nomination by Department Chairs	Monthly
Diversity and Equity (Associate Dean, Chair)	The Diversity Committee promotes equitable practices in instruction, hiring, managing and promoting within the Simmons School and raising awareness of potential unbalances in the same areas and within P-12 and higher education educational systems	Faculty and Staff Volunteer	Monthly
Library	This committee meets to review the library resources needs of Simmons and makes recommendation to meet those needs.	Appointed by the Dean	Quarterly
Ph.D. (Director of the Ph.D. in Education Program)	The PhD Committee meets monthly to discuss annual student recruitment, admission, and funding. Ongoing agenda items include: curriculum, faculty instructional assignment, student advisement, and all PhD Program policy.	Unspecified term of service	Monthly— Every third Friday of the Month
Promotion and Tenure (Associate Dean, Chair)	This committee ensures the appropriate implementation of Simmons policies on promotion and tenure, as outlined in University policy and the Simmons handbook		
Public Relations (Assistant Dean for External Affairs and Outreach, Chair)	The purpose is to gather information from each department or area in Simmons about activities or news and prioritize what we promote through SMU and external channels. This meeting is conducted with Minerva Consulting.	Department or program chairs, terms of service are one year	Once a month
Research Council (Associate Dean, Chair)	The Research Council promotes the development of high quality research efforts and raises and addresses issues related to research and grant opportunities within Simmons.	With the exception of the graduate student representative, which shall be on a one-year term, terms for each of the other members should be set at 2 and 3 year terms to provide overlap from year to year	Inaugural meeting Friday, January 26, 2018 (formal meeting schedule will be established)

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<p>Simmons Educator Preparation Programs Advisory Council (Assistant Dean for Academic Affairs, Chair)</p>	<p>The purpose of the Council is to bring together the various constituencies of the Simmons School of Education and Human Development to mutually discuss the design, delivery, evaluation and major policy decisions of the teacher, administrator and school counselor preparation programs at Southern Methodist University. In accordance with TAC 228.20, the Council plays an integral role in the accreditation and review process of the Simmons School and its educator certification programs.</p>	<p>Nomination by TEA Program Directors</p>	<p>Three times a year</p>
<p>Simmons Student Advisory Board(Assistant Dean for Academic Affairs, Chair)</p>	<p>This group meets regularly to shape and guide the Simmons student learning experience, offering feedback on new programs, policies and practices to the Dean.</p>		
<p>TEA Program Directors and Certification Officers (Assistant Dean for Academic Affairs, Chair)</p>	<p>This group meets regularly to review TEA rules and regulations, discuss and resolve compliance issues, and implement policy and practice that is consistent across programs</p>	<p>Job role</p>	<p>Monthly</p>
<p>The Technology Advisory Council (TAC) (Director of Instructional Design)</p>	<p>The Technology Advisory Council (TAC) will support the development and implementation of high-quality online and hybrid programming in Simmons by creating and maintaining an infrastructure for instructional design, structured course module development, quality review standards and processes, institutional compliance, and innovative excellence. The TAC will report to the Dean and support the Academic Affairs Council, which ensures faculty governance of program and course approval.</p>	<p>Initial Group Appointed by the Dean</p>	<p>This group will meet as needed</p>

SIMMONS ACCREDITATIONS

- Educator preparation programs (teacher, principal, counselor, superintendent) are accredited by the Texas Education Agency.
- Counseling Mental Health, Marriage, Couple and Family, and School Counseling are accredited by the Council for Accreditation of Counseling and Related Programs (CACREP).
- The Learning Therapy specialization in Teaching and Learning is accredited by the International Multisensory Structured Language Education Council (IMSLEC) and by the International Dyslexia Association (IDA) for both the Practitioner and Therapist level certificates.

FACULTY ROLES AND RESPONSIBILITIES

To learn more about faculty appointments, contract of employment, tenure, non-reappointment, and dismissal policies [Please click here](#).

FACULTY WORKLOAD POLICY

You will find more information about faculty workload [policy 6.2, please click here](#).

FACULTY OFFICE HOURS (INCLUDE SUMMER)

It is particularly important to set aside regularly scheduled times for students to meet with faculty or reach faculty with their questions. The students should have either faculty work or home telephone number available as well as an e-mail address. The student may also leave messages with the departmental secretary for faculty to return calls. It is important to respond promptly to messages. Unavailability is a particularly sensitive source of irritation to students, most especially in the case of distance education students.

DIGITAL MEASURES

Digital Measures (DM) is the tool that SMU uses to record faculty teaching, research, and service activities at SMU. New Simmons faculty members are added to the DM system by September 1 of every academic year. Returning faculty members' DM accounts are updated with promotions by September 1 as well.

DM is used to generate a Faculty Activity Report (FAR) for every faculty member early each spring. Departments handle the FAR generations differently. Some require the faculty members to generate their own FARs; others generate all of the FARs for all of their faculty members centrally. Consult with your department chair to learn how your department handles them. The courses you teach are included in your DM account, but all courses for a calendar year are uploaded for in December/January.

ROLES AND RESPONSIBILITIES OF DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

FACULTY REVIEW AND EVALUATION

To learn more about SMU Policy 6.11 Guidelines for the Periodic Evaluation of Faculty, which address principal assumptions, procedures for implementation, salary adjustments and amendments, [please click here](#).

DEFINITIONS OF TITLE AND RANK

To learn more about SMU Policy 6.6 Faculty Ranks, Classifications and Terms of Appointment, [please click here](#).

FACULTY Handbook

Faculty appointments are classified into ranks and groups by title. These classifications have significance in regard to benefits and rights that may or may not pertain to each category or classification.

NON-TENURED TRACK, NON-TENURE ELIGIBLE SERIES FACULTY

To learn more about, SMU Policy 6.24 Non-Tenure Track, Non-Tenure Eligible Series Faculty, [please click here](#).

Appointments with the standard professorial titles of Assistant Professor, Associate Professor, and Professor may be Non-Tenure-Track, Tenure-Track, or Tenured. All other faculty appointments are by definition Non-Tenure-Track and without tenure.

PROCEDURES AND TIMELINES FOR PROMOTION AND TENURE

SMU POLICY AND SIMMONS PRACTICE

For more information about the procedures and timelines for promotion and tenure, please consult your department chair. Below are links to SMU policy and Simmons practice.

- [Policy 6.12](#)
- [Simmons School Policies](#)

TEACHING EVALUATIONS

For more information about annual reviews, teacher evaluations, peer review of teaching and student evaluation surveys, please consult with the chair in your department.

Merit increase process and guidelines are accessible via human resources using this [link](#).

COURSE EVALUATIONS

<https://www.smu.edu/Provost/CTE/CourseEvaluations>

EvaluationKit Course Evaluations

EvaluationKit manages all course evaluations for the SMU campus. EvaluationKit is a simple, robust course evaluation system that plugs directly into Canvas and ensures anonymous student feedback to instructors. This system ensures the security of all data and is easy, convenient, secure, and confidential. Student evaluations and feedback are very important to faculty, who use the data in their annual performance reviews, in addition to assisting them in refining the design and delivery of courses.

EvaluationKit uses single sign-on. Log in to EvaluationKit at smu.evaluationkit.com.

RESEARCH

FACULTY Handbook

Faculty members in the Annette Caldwell Simmons School of Education and Human Development have attracted external funding from sources that include the U.S. Department of Education, Texas Instruments Foundation, Collins Foundation and other sponsors. These innovative research and professional development projects are designed to have real-world impact on regional and national education.

To learn more about research funding, [services](#), [sponsored projects](#), and [research compliance](#), please review the website for the office of research and graduate studies by clicking [here](#).

GRANTS ASSISTANCE

Link for grant funding opportunities (both internal and external)

<https://www.smu.edu/Research/ResearchServices/ResearchCompliance>

In conjunction with SMU's Office of Research and Graduate Studies (ORGS), the Simmons School offers a variety of services that assist Simmons researchers with all stages of a funded project—from the 1st stage of identifying a funding source to the final stage of closing a project.

For more information about research project stages and resources for Simmons Faculty and Staff, please [click here](#).

COURSE BUY-OUT

Regardless of school, any investigator requesting release must complete the Course Buy-Out form located at the bottom of the Proposal Development page online (<http://www.smu.edu/Research/ResearchServices/SponsoredProjects/ProposalDevelopment>) or located in Canned\2016 Standard Forms\Course Buyout in Box

- Faculty seeking to be covered for an entire academic year (one buy-out in both Fall and Spring term) will require one quarter 25% (.25) of the academic year salary.
- Faculty seeking to buy-out only one fall term course will require 28% of their academic salary.
- Faculty seeking to buy-out only one spring term course will require 22% of their academic salary.
- In some cases, clinical faculty may apply for a research release. Applications for research releases are good for one semester and are due two semesters in advance for planning purposes. Please see application in appendix.

RESEARCH INVOLVING HUMAN SUBJECTS

Link to SMU research compliance site (IRB, CITI Training, Financial Conflict of Interest)

<https://www.smu.edu/Research/ResearchServices/ResearchCompliance>

FACULTY Handbook

As per federal law and university policy, all research involving human subjects must be reviewed in advance by the SMU Institutional Review Board (IRB). Although some research is deemed exempt from IRB review, the IRB rather than the investigator must make this determination. Thus, prior to conducting any research study, faculty must contact the SMU IRB for guidance.

CONFLICT OF INTEREST

A conflict of interest may exist when a University Representative's financial, occupational, or other personal considerations may affect (or have the appearance of affecting) his or her professional judgment in exercising a University duty or responsibility. A conflict of interest may exist with respect to a benefit to be derived by the University Representative, by the University Representative's Immediate Family Member, or by an Associated Entity.

The policy exists to ensure that whenever a University Representative makes a decision involving the University's interests, it is those interests that are paramount and so that the University interests will not be compromised or made subordinate to an individual's personal interests.

A faculty member or staff employee who learns of an actual or potential Conflict of interest involving his or her personal interests, the interests of an Immediate Family Member, or the interests of an Associated Entity must promptly make a full disclosure to the General Counsel of the University.

For additional information, [please click here](#).

GENERAL COURSE INFORMATION

LINK TO CURRENT UNDERGRADUATE AND GRADUATE CATALOG:

<http://catalog.smu.edu/>

LINK TO UNDERGRADUATE ARCHIVED CATALOGS:

<https://www.smu.edu/catalogs/UndergraduateArchives>

LINK TO GRADUATE ARCHIVED CATALOGS:

<https://www.smu.edu/catalogs/GraduateArchives>

CLASS ROSTER

Official class rolls are distributed the first day of each semester and placed in your mailbox in the respective department.

The departmental program specialists will place any changes pertaining to course rolls in your mailbox. The faculty must work closely with the Office of the Registrar in the verification of class rolls. The timely validation of these rolls is a significant duty of all faculty. A second set of class rolls is distributed after the add/drop period is completed. Faculty should indicate the names of students attending class, but not listed on the class roll, as well as the names of students on the roll, but not attending.

THE COURSE SYLLABUS

Each instructor must have a syllabus for each course taught. Instructors should establish some means of self-evaluation to determine whether or not the goals and objectives of the course are actually achieved. This type of self-evaluation should be done in addition to the student evaluations completed near the end of each course. The more clearly a course is defined in the syllabus, the less likely the instructor will be involved in grade appeals and other administrative problems.

The following information should be included in each course syllabus prepared by instructors teaching courses for the School of Education and Human Development.

- **Course Objectives** - Provide clear, concise statements that outline the course and define the specific learning goals and objectives that you wish to accomplish by the end of the course.
- **Textbooks and Supporting Materials** - Include the title, author, publisher, and edition for each major publication to be used during the course. Indicate if the textbook is required for the course, or recommended supplementary reading. If textbook materials have been placed on reserve at SMU Fondren Science Library, this should also be noted.
- **General Instructor Information** - Students should be informed of the name of the instructor, how you may be contacted during the semester, i.e. telephone, fax number, email, etc., where to leave messages, student consultation and assignments.
- **Class Meeting Times** - include room number or location of class for on-campus students, the days each week the class will meet, the starting and ending times for classes.
- **Grading Scale** - If a special grading scale will be used, the students must be informed at the beginning of the course in order to avoid confusion and grade appeals when final grades are posted. If you are using several instruments for grading students, they will also need to know the weighing that will be assigned to each instrument.
- **Grading Expectations** - Define what your expectations are in order for a student to earn each grade. The students should also be informed on what areas they will be tested, (i.e. textbook material, lecture material, lab work, etc.).

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- Dates and times for Exams, Projects, etc. - Students must be informed when assignments are due, when tests will be given, and your policies regarding late work and make-up examinations.
- General Course Outline - Provide a brief outline of the subject matter to be covered each week. Indicate whether the schedule is subject to change during the semester.
- Field Work - Indicate if any classes will be conducted outside the normal classroom environment so that students have time to make appropriate arrangements concerning travel, procurement of special materials, etc., or if distance students will be required to come to the campus, sending a videotape of a presentation, etc.
- List all course prerequisites.

GRADE APPEALS

Appeals of Grades. A student who feels that an assigned grade is other than the grade earned must discuss the matter first with the course instructor to determine if the discrepancy is caused by error or misunderstanding. If the complaint is not satisfactorily answered by the instructor, and if the student feels that an error has not been corrected or that the assigned grade was unfairly determined, the student may appeal the decision to the chair of the department in which the course is offered, (or, in cases pertaining to non-departmental courses, to a faculty agent designated by the Dean of the school). After discussing the matter with the student, the Chair (or faculty agent) will consult with the course instructor, and the instructor then will report a decision to the student. A student who is still convinced that a complaint has not received a fair determination may appeal the decision to the total faculty or to the Dean. The Dean will proceed as deemed appropriate, but the final authority in the determination of a grade must rest with the course instructor.

MID-TERMS AND FINAL EXAMS

The number of tests, quizzes, or examinations should be published in the course syllabus, along with the weighted value of each. Each course should require some form of final evaluation. These may take the form of a final examination, research paper, project presentation or other method of assessment. Generally speaking, final examinations at the graduate level are held the last day of class. Monitoring exams is considered a standard part of the contract agreement and the instructor should be present during all exams. The School discourages the use of outside monitors. Inappropriate student behavior is minimized when the faculty member is present during tests or exams.

In keeping with the required contact hours, final examinations for undergraduates are to be given only during the scheduled University examination period, which is listed in the Schedule of Classes official calendar.

Exams should be graded and returned in a timely manner, usually within one week. It is important for the student to understand where he/she stands. On occasion, instructors have been

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tardy in grading exams, and it is our experience that this inevitably becomes a justifiable source of contention and discomfort on the part of students.

TEXTBOOKS

Book orders are placed on a per semester basis by the department. Requests for book orders are placed by the Departmental Secretary who forwards them to the SMU Bookstore before the deadline date. If you are unable to meet the necessary deadline, please notify the appropriate secretary. Please indicate which books are required for the course, which books are recommended for supplementary reading, if any.

Please note that late book orders imply late book availability and chaos at the beginning of the course. Delaying book orders is one of the major sources of irritation for the students, the departmental staff and eventually the instructor himself.

Complimentary desk copies of adopted texts are available from the publishers. A list of publishers and representatives is maintained by the departmental secretaries. The secretary who coordinates book orders will help you contact the appropriate publisher. Desk copies are generally shipped to you at the designated department in the School of Education.

CANCELLATION OF CLASSES

Should it become necessary to cancel a class, please contact the School as early as possible. The first contact should be made with the Department Program Specialist, who will place notices outside the classroom announcing the cancellation to the students. Whenever possible, students should be telephoned either by the instructor or the department secretaries. For this reason, it is advisable to have the students furnish you with daytime contact numbers at the beginning of the semester. The Program Director and/or the Department Chair should be notified of any class cancellation, or class relocation.

It is highly desirable to make up cancelled classes. In such cases, the make-up schedule should be discussed in advance with the students and everyone affected should be given ample warning

SMU INCLEMENT WEATHER POLICY

It is the goal of SMU to remain open and hold classes as scheduled. However, if conditions warrant closing, the President in consultation with the SMU Police and the Provost will make that decision. Individual schools, colleges and departments are not authorized to make their own decisions on closings, delayed openings or cancellation of classes.

As soon as a decision is made, the following steps are taken to notify the university community: an e-mail message will be sent to all students, faculty and staff; closing announcements will be posted on the SMU web site, via SMU's Twitter feed at twitter.com/smu and at facebook.com/smudallas. Additionally, the Office of News and Communications will attempt to

contact the news media by 6 a.m. if day classes must be cancelled. If it becomes necessary to cancel evening classes or events, News and Communications will attempt to contact the news media by 4 p.m.

If SMU remains open, faculty, students and staff should report to their classrooms or offices as usual. If someone lives in an area that is affected by bad weather and feels that travel to campus would be an unreasonable safety risk, that individual should contact his or her supervisor or department head to discuss possible options, and students should contact their professors in advance.

UNIVERSITY POLICIES & PROCEDURES IMPORTANT FOR FACULTY

<https://www.smu.edu/simmons/AboutUs/HonorCode>

Intellectual integrity and academic honesty are fundamental to the processes of learning and of evaluating academic performance, and maintaining them is the responsibility of all members of an educational institution. The inculcation of personal standards of honesty and integrity is a goal of education in all the disciplines of the University.

The faculty has the responsibility of encouraging and maintaining an atmosphere of academic honesty by being certain that students are aware of the value of it, that they understand the regulations defining it, and that they know the penalties for departing from it. The faculty should, as far as is reasonably possible, assist students in avoiding the temptation to cheat. Faculty members must be aware that permitting dishonesty is not open to personal choice. A professor or instructor who is unwilling to act upon offenses is an accessory with the student offender in deteriorating the integrity of the University.

Students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personal experience in completing assigned work is essential to learning. Permitting others to prepare their work, using published or unpublished summaries as a substitute for studying required material, or giving or receiving unauthorized assistance in the preparation of work to be submitted is directly contrary to the honest process of learning. Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility to inform the professor.

Students and faculty members must share the knowledge that any dishonest practices permitted will make it more difficult for the honest students to be evaluated and graded fairly and will damage the integrity of the whole University. Students should recognize that their own interests and their integrity as individuals will suffer if they condone dishonesty in others. Disability Accommodations

Federal law defines a disability as a physical or mental impairment that substantially limits one or more major life activities of that individual. Examples of major life activities include walking,

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sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and other similar activities. If a condition substantially limits a student's access to educational opportunity, that condition is considered a disability. A diagnosis of a disability does not, in and of itself, necessitate reasonable accommodations under the ADA or Section 504 of the Rehabilitation Act of 1973.

The following is a list of disabling conditions SMU accommodates.

[ADHD](#)

[Learning Disability](#)

[Chronic Medical/Health Disability](#)

[Visual Disability](#)

[Hearing Disability](#)

[Speech Disability](#)

[Psychological/Psychiatric Disabilities](#)

[Temporary Disabling Condition](#)

SMU DISABILITY ACCOMMODATIONS & SUCCESS STRATEGIES (DASS)

DISABILITY ACCOMODATIONS

DASS is the primary contact for all SMU students with disabilities. This office assists students with disabilities to effectively utilize resources they may need and helps them work with professors and staff in obtaining appropriate and reasonable accommodations.

Additionally, DASS provides success strategies support for SMU undergraduates with learning and attention disorders. These students may benefit from assistance with study skills instruction, self-advocacy skills, time management and organization strategies, and general mentoring.

For more information about DASS accomodations and success strategies, [please click here.](#)

SEXUAL HARASSMENT AND DISCRIMINATION

Sexual misconduct is prohibited by SMU's Title IX Harassment Policy, Policy 2.5.1, and the federal law Title IX of the Education Amendments of 1972.

SMU's Title IX Harassment Policy is online in the University Policy Manual, smu.edu/policy, and on the Office of Institutional Access and Equity website, smu.edu/iae.

Sexual misconduct encompasses all forms of sexual harassment, including gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, stalking and sexual exploitation. Sexual misconduct will not be tolerated in the SMU community. Learn more about sexual misconduct definitions and examples, including sexual assault and consent.

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Students found responsible for sexual misconduct face disciplinary sanctions up to and including expulsion from the University.

To learn more about how to report sexual misconduct to SMU and file a complaint under the [Title IX Harassment Policy](#) and to contact the [Office of Institutional Access and Equity](#), [please click here](#).

RESOURCES

Very useful links for SMU faculty members:

[Faculty Resources](#)

[SMU Forum: News for Faculty and Staff](#)

INSTRUCTIONAL RESOURCES

CANVAS LEARNING MANAGEMENT SYSTEM (LMS)

<https://www.smu.edu/OIT/Services/Canvas>

To begin using Canvas - click the "Canvas Login" button (above). Log in using your SMU ID and password. Your list of available courses will be listed under the "Courses" menu in Canvas. Faculty may begin to add content to any or their existing courses or may request a demo course for training purposes, content development, or testing. If you experience any login issues, please contact the IT Help Desk at (214) 768-HELP (4357).

There are many ways to get help with Canvas. For most basic "how to" questions, users are encouraged to contact IT Help Desk. For additional information about Canvas support, please visit the Canvas Help pages. You can also utilize the Canvas Guides, a site with comprehensive documentation curated by Instructure and the Canvas community. For further assistance and consultation, contact your school's Academic Technology Service Director.

How Participants Are Enrolled in Canvas

The process to put participants and courses into Canvas is an automated one; information from my.SMU is automatically exported into Canvas for use by students and faculty. Several designations in my.SMU define how participants are linked to correct courses and correct roles (ie, Instructors, Co-Instructors, TAs, students, etc).

All students, Instructors, secondary instructors, TAs, and supervisory instructors are enrolled in every six hours (3 times a day) throughout the week when my.SMU data flows directly (one-way) into Canvas.

Canvas WalkThru(s)

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The new Canvas WalkMe provides real-time guidance that is easy to follow. WalkMe simplifies the user experience by providing on-screen, step-by-step guidance at the moment of need so that our instructors can complete any task successfully. This makes learning specific Canvas tasks more efficient and boosts SMU's overall productivity.

Instructors can access the WalkMe Player Menu, inside Canvas, using most modern browsers including Google Chrome and Mozilla Firefox. Without any software download or installation, instructors can access WalkMe in real-time as a SaaS application right inside their course.

INFORMATION TECHNOLOGY SERVICES

<https://www.smu.edu/Provost/CTE/Resources/Technology>

ACADEMIC TECHNOLOGY SERVICES

SMU Academic Technology Services identifies, develops, implements and supports the University's dynamic taxonomy of strategic and innovative technology capabilities that supports and continually transforms academic experiences at SMU.

Academic Technology Services Directors serve as the primary liaisons and strategic technology partners housed within each academic unit to ensure that faculty and student technology needs are served and fulfilled by the Office of Information Technology.

Simmons Academic Technology Services Director: Jennifer Culver, Ph.D, jculver@smu.edu

PRESENTATION SOFTWARE

Click [here](#) for resources.

CLASSROOM RESPONSE SYSTEMS ("CLICKERS")

Click [here](#) to learn more about using response systems effectively.

ONLINE PROJECTS AND COLLABORATION TOOLS

[These articles](#) provide ideas about their use and misuse.

INFORMATION VISUALIZATION TOOLS

[Here](#) are some tools to help lead your students to think more critically by encouraging them to visually structure information.

FLIPPING THE CLASSROOM

[These resources](#) explain the theory underlying this teaching method and provide practical suggestions for making it work.

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PODCASTS

SMU's Academic Technology Service can [provide instruction](#) on creating podcasts, and will loan you a [podcasting kit](#). [These articles](#) discuss how to make and use podcasts effectively.

GAMES

[These articles](#) discuss why a game may lead to deeper learning and give some examples of their use in higher education.

TEACHING WITH TABLET COMPUTERS

[Here](#) are some ideas.

CONVERTING A FACE-TO-FACE COURSE TO AN ONLINE COURSE

Teaching online, whether in a hybrid course or a wholly-online course, requires different techniques and different tools. The online environment requires the use of basic technologies to digitize course materials as well as mastery of the university's learning management system. And various tools like [Skype](#) allow synchronous communications, while blogs and [Twitter](#) can encourage asynchronous interaction. [Here](#) are some ideas to get you started.

TELEPHONE AND MAIL

For more information about telephone and mail services, [please click here](#).

OIT help desk: 8-help (8-4357)

CENTER FOR TEACHING AND LEARNING (CTE)

<https://www.smu.edu/Provost/CTE>

CTE provides services to individuals and small groups who want to reflect on and improve their teaching. Follow these links to learn more:

[CTE One-on-One](#) -- get confidential individualized feedback on your teaching through the Peer Feedback Program, or receive an individual consultation on a teaching issue.

[Teaching Visits](#) -- Peer Teaching Visits allow a small group of faculty to observe an Altshuler Distinguished Teaching Professor in the classroom.

[Technology Services](#) -- receive personalized support for academic research and instructional technology use.

[Faculty Learning Communities](#) -- apply to become a member of a Faculty Learning Community, a small group of faculty members from across the university who meet together to study,

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contemplate, and implement innovative teaching methods in a particular context, all in an atmosphere that encourages deep thought and mutual trust.

[Course Design](#) -- With the addition of a full-time instructional designer to our staff, the CTE is available to assist you with your face-to-face and online course design needs.

[Just-in-Time Teaching & Technology Grants \(JiTTT Grants\)](#) -- This program will provide small grants to faculty from across campus when they need it most— right before the semester starts. The goal of this grant program is to reduce the barriers for faculty acquiring needed materials or technology for their classrooms.

[Tech Library](#) -- The CTE can provide you with technology items that, in conjunction with assistance of a CTE Instructional Designer, can be used to transform and improve classroom activities.

[Support for Department Chairs](#) -- programs and resources to help department chairs mentor their junior faculty in teaching.

[Workshops provided by Student Affairs Professionals](#)

The Division of Student Affairs seeks to be your partner in the education of our students. If a situation were to occur in which you needed to cancel class, know that our professional staff is available to provide workshops on an array of topics. Workshop descriptions and contact info are available at this link <https://www.smu.edu/StudentAffairs/VPSA/Workshops>

OFFICE SUPPLIES AND PURCHASING

Staples Advantage is SMU's EXCLUSIVE VENDOR for office and Order Coordinators collect requests from departments. To learn more about the supply ordering policy or to submit a list of items needed, please contact the program specialist in your department.

LIBRARY RESOURCES

From its beginnings in Dallas Hall in 1913, the collections of the Southern Methodist University Libraries have grown to include over 4 million volumes. There are currently six libraries serving the main campus community:

[Bridwell Library](#): Bridwell Library serves the Perkins School of Theology and supports scholarship in theology and religious studies. Bridwell's Special Collections department holds rare items related to its collecting areas.

[Business Library](#): The Business Library serves the Edwin L. Cox School of Business. Its collections are comprised primarily of specialized resources for students in business and related fields, the majority of which are delivered electronically. The library also houses a limited selection of books and periodicals of interest to Cox students and faculty.

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DeGolyer Library: DeGolyer Library houses various special collections, including the SMU archive, with particular strengths in Western Americana, business history, and railroading.

Fondren Library: Fondren Library serves as the general collection for SMU, supporting undergraduate and graduate programs in the Dedman College of Humanities and Sciences, the Lyle School of Engineering, and the Simmons School of Education and Human Development. Fondren was the first library located on the SMU campus, and the first part of the complex was completed in 1940.

Hamon Arts Library: The Jake and Nancy Hamon Arts Library houses collections in the fine and performing arts, advertising, and communication studies. It supports students and faculty in the Meadows School of the Arts.

Underwood Law Library: Underwood Law Library collects materials that support scholarship in the Dedman School of Law.

Fort Burgwin Library: The Fort Burgwin Library (SMU-in-Taos) collects materials that support scholarship on the Taos campus.

PERSONNEL POLICIES, PROCEDURES, AND RESOURCES

For more information about Health and Other Benefits and Wellness, such as leave, tuition benefits, bereavement, etc., [please click here](#).

PARKING

The "My Parking Account" portal is your one-stop-shop for all things parking. The "My Parking Account" portal is the place for ordering parking permits, appealing and paying citations, managing your vehicle information and adding your name to parking lot wait lists (employees only). [Go to Parking Portal Account site >>](#)

TollTag Enrollment for SMU Parking: Your TollTag can be used to provide quick access to your parking area. TollTags from Austin, Dallas or Houston are supported. [Go to the TollTag Enrollment Page >>](#)

Event and Guest Parking Reservations: For all other requests for general special event parking including: guest permits, cone space reservations, valet service coordination, and shuttle coordination service. [Go to form >>](#)

Bishop Boulevard Parking Reservations: To reserve parking for special events on Bishop Boulevard, please note that the reservation is subject to availability and is on a first-come, first-serve basis. The form is required to reserve for an event. [Go to form >>](#)

Campus Parking Maps:

- [Campus Parking Map](#)
- [Visitor Parking Map](#)
- [Scheduled Bishop Blvd. Event Parking Map](#)
- [Athletics Game Day Parking Map](#)
- [McFarlin Memorial Auditorium Event Parking](#)
- [East Campus Parking](#)

PAYROLL

<https://www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/Payroll>

Payroll help desk: 8-2073

The Payroll Office at Southern Methodist University is a part of the Office of Budgets and Finance. We support the university's focus on education, research, and service by ensuring accuracy, timeliness, and the safeguarding of University assets.

We have developed operational guidelines for several important payroll matters. Information is available on this website by clicking the Information and FAQs.

TRAVEL PROCEDURES

SMU's travel and expense management are handled by Concur. Information on Concur can be found at travel.smu.edu. SMU offers a Procurement Card Program which is designed to provide authorized faculty with a cost-effective and convenient method of making small dollar purchases. For more information on Travel and Expense Management, please contact the Simmons Financial Business Manager, Vali Dicus. She can be reached at vdicus@smu.edu or 214-768-2717.

CAMPUS SAFETY

In case of emergency or for criminal reporting, **please call SMU Police, 214-768-3333**, or pick up a blue-light phone on campus.

Campus Security

SMU Police officers are sworn police officers, licensed by the Texas Commission on Law Enforcement Officer Standards and Education, who have the responsibility and duty to enforce campus regulations and all local, state and federal laws.

SMU Police patrol campus 24 hours a day, seven days a week. The department coordinates actions with neighboring agencies and criminal investigations with the Dallas County District Attorney's Office. Emergency blue-light phones across campus connect directly to SMU Police.

SMU Police provide crime prevention education and self-defense training; 214-768-3333.

SMU urges students to call for a safety escort.

- SMU Safety Escort by Tapride offers free rides on campus from 7 p.m. to 3 a.m. during the fall and spring terms when classes are in session; download the app. [Learn more online here](#).
- SMU Police are also available to provide secure rides on campus; call 214-768-3388.
- [SMU Rides](#) provides rides off and on campus 24 hours a day; the full cost of the ride is charged to the student's SMU account; call 214-768-7433 (RIDE).

Crime reports

SMU Police maintain a daily crime log, which is available online at smu.edu/police and to the public for review during business hours, at the dispatch window at Patterson Hall, 3128 Dyer Street. SMU's Annual Security and Fire Safety Report, posted online at smu.edu/cleryreport, includes reported crimes for the previous three years.

Confidential Resources

- SMU Counseling Services 214-768-2277
- SMU Chaplain's Office 214-768-4502
- SMU Title IX Coordinator (for internal grievance information and reporting) 214-768-3601
- Violence Prevention & Support Services 214-768-4512
- Anonymous reporting 214-768-2TIP (2847)

Community Resources

Dallas Area Rape Crisis Center (DARCC) 972-641-7273
Texas Health Presbyterian Hospital Sexual Assault Nurse Examiner (SANE) Program
214-345-6203

Office of Violence Prevention and Support Services

The Office of Violence Prevention and Support Services at SMU aims to engage the SMU community in addressing and preventing sexual violence, relationship violence, sexual or gender-based harassment and stalking.

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We believe in fostering a culture that prioritizes consent and respect. As a part of these efforts, we work to engage all members of the university community to create a healthy environment where violence in any form is not tolerated.

- Learn how to [get involved at SMU](#).
- Learn more about [education and prevention efforts](#).

To request a presentation regarding violence prevention or bystander intervention for your class, Residential Commons, student or Greek organization, please contact:

DEVELOPMENT AND EXTERNAL AFFAIRS

Development and External Affairs (DEA) supports SMU by securing funding for University priorities; by promoting meaningful involvement in the life and work of the University; by heightening international, national, state and local awareness of SMU; and by supporting the enrollment of a diverse and able student body.

Simmons Development and Fundraising

Simmons Director of Development: Patricia Addington, paddington@smu.edu

<https://giving.smu.edu/>

<https://giving.smu.edu/schools-areas/simmons/>

<https://giving.smu.edu/faculty-and-staff/>

SIMMONS FACILITY AND OPERATIONAL INFORMATION

BUILDING AND CLASSROOM ACCESS

Please note Annette Caldwell Simmons Hall (ACSH) classrooms operate with keys and Harold C. Simmons Hall (HCSH) classrooms operate with SMU IDs.

- To gain building access before or after normal business hours or the weekend, the SMU ID should grant access.
- Departments request key issuances for new and returning faculty and staff and Lauren Gilmore, 214-768-4331 or lgilmore@smu.edu grants swipe access.

REQUESTING SIMMONS SPACES

Certain spaces in both Annette Caldwell Simmons Hall and Harold Clark Simmons Hall are available to reserve for meetings and events.

To request meeting/event space in Annette Caldwell Simmons Hall (ACSH) or Harold Clark Simmons Hall (HCSH), please provide the following information to Lauren Gilmore at lgilmore@smu.edu.

WORK ORDERS

To submit a work order, hot/cold request, or an event request, click [here](#).

CLASSROOM RESETTING

Please note, the below rooms require resetting after each use:

- Annette Caldwell Simmons Hall (ACSH)
 - 138 and 144
- Harold C. Simmons Hall (HCSH)
 - 101A and 101D

CLASSROOM WASTE MANAGEMENT

Please note, if you host an evening or day event with large quantities of food, a [request](#) for maintenance to retrieve the large quantity of trash should be placed before the event. [Click here to complete the request.](#)

For more information, about Simmons Policies and Procedures and Resources, [please click here.](#)